
Humber, Ford & Stoke Prior Group Parish Council

Draft Minutes

of the ordinary Meeting of the Group Parish Council on Wednesday 19th November 2025 at 7.30pm in Stoke Prior Village Hall

Present:

Cllr. Ken Bemand
Cllr. Chris Marston
Cllr. Anne Grace
Cllr. Clare Harris
Cllr. Richard Thomas

Cllr. Hugh Fowler-Wright (Chairman)
Cllr. Rob Pugh
Cllr. Janette Fullwood
Cllr. James Hinton
Cllr. Sarah Sneyd

Clerk & RFO: Allan Drew

4 members of the public attended. PC Will Steras was also present.

87/25 Apologies for absence

Apologies were received from Cllr. Tim Yair & Cllr. Bruce Baker

88/25 Declaration of interests and dispensations

None received

89/25 Minutes of previous meetings

The draft minutes of the extra ordinary meeting held on 23 October 2025 were accepted as a true record of the meeting and then signed by the Chair.

90/25 Chair's announcements

The Chair announced that-

- 30 residents had attended the Stoke Prior Village Hall meeting to decide on a new Secretary and Treasurer. Two residents had come forward to take on these roles.
- Parking at The Lamb Inn was becoming somewhat of a problem. The Inn car park is limited in size and there is often a number of cars parked on the adjacent highway. Some nearby residents were having trouble using their entrances. The Chair asked that Lamb patrons park considerately. The Clerk would also mention the issue in his Pump Notes.

91/25 Public participation

Under Standing Order 8, any member of the public may make a statement or give evidence to the meeting on any business to be transacted or any other business, and ask or answer questions. At the discretion of the Chairman such participation may be permitted under the relevant agenda item.

PC Will Steras introduced himself as the newly appointed Community Support Officer for the Group Parish. He would attend meetings at least once a year or additionally by invitation. He confirmed his understanding of the Council's and community's priorities for policing as-

- Speeding
- Rural crime/farm thefts
- Litter

He asked to be informed should these priorities change.

Currently the policing team send out news using Neighbourhood Matters but increasingly FaceBook is a more popular medium and there is a new page for the team.

PC Steras commented that poaching at Ford Bridge is under investigation, as is a rise in Church burglaries. He asked that any suspicious activity noticed by residents should be reported. Cllr. Hinton asked about the best way to contact Police if poaching was underway and PC Steras said that 999 was the best route for such reports given that if there was to be a good chance of an arrest, a fast response was essential.

92/25 District Councillor's report

To receive: a verbal update from the Ward Councillor
Cllr. Baker was absent due to illness and no report had been provided.

93/25 Group Emergency Plan

Mr Brown had updated the Emergency Plan but did not attend the meeting. The (redacted) plan had been circulated to Council. The Chair asked for any comments and the Clerk suggested using What3Words for locations in the plan. Council had no other comments and it was agreed that the Plan would be adopted as Council Policy and replace the previous Community Resilience Plan.

94/25 Planning Committee and planning applications update

(a) To consider for comment new applications to be determined by Herefordshire Council.

Ford & Stoke Prior

No new Planning applications

Humber

253107 Old Pentwyn Risbury HR6 0NH Application for a Lawful Development Certificate for a rear second storey extension. (Comments not required, however included here as relevant to item c following)

252986 New Pentwyn Risbury HR6 0NH Demolition of buildings and the construction of a replacement storage warehouse (B8), a new accessway, ancillary yard and related works.

The applicants were present but made no comment. Council discussed this application and noted the thoroughness with which it had been produced. The proposals included an improved access which would allow delivery lorries to unload on the site rather than on the highway. The application was for an important rural business and in line with Herefordshire and HFSP (NDP) policies Council resolved to strongly support the application. After the meeting the Clerk submitted the following to Herefordshire Planning-

Humber, Ford & Stoke Prior Group Parish Council discussed application 252986 at its meeting on 19 November 2025. The applicant was present but had no comments to make on the application. The site is a facility for a well known and successful business and so falls under Herefordshire's Local Plan Policies RA6 and E1 and also policy HFSP12 of the Council's NDP.

The application is essentially to replace an existing aged building with a modern, more spacious one. Changes to the access from the highway are also proposed.

Council was impressed by the thoroughness of the application and the reports the applicant had provided. The improvement to the access arrangements were noted. Council felt that these arrangements would allow deliveries of supplies essential to running the business to be managed in a safer and more productive fashion. Overall Council resolved to STRONGLY SUPPORT the application.

(b) To note: updates on current planning applications

Ford & Stoke Prior

204437 Plot 1 Land at Old Hall Stoke Prior HR6 0LH Proposed construction of a new self-build custom home and garage **Undecided - on hold due to phosphates**

Humber.

252813 Great Marston Farm Risbury HR6 0NQ Agricultural building for the storage of dry farmyard manure **Undecided**

252762 Bay Tree Cottage Risbury HR6 0NQ Proposed two storey side extension in place of existing lean to and new garden studio in place of existing shed. **Undecided**

252732 Holly Barn Risbury HR6 0NQ Application for a Lawful Development Certificate for proposed use of land to station a mobile granny annexe home for use incidental to the main dwelling (For information only. Classed as permitted development. Comments not required) **Approved**

252794 Workshop at The Woodlands Risbury HR6 0NN Application for approval of details reserved by condition 4 attached to planning permission 241787. (For information only. Submission of ecological working method statement. Comments not required). **Approved**

252379 Land adjacent to Butt Oak Farm Risbury HR6 0NQ Proposed erection of a self-build, split level family home with detached garage/workshop, parking area, landscaping and associated development. **Undecided**

241806 Oak Tree View Risbury HR6 0NQ Proposed Conversion of Building to a self-build dwelling **Undecided**

212600 - Land adjacent to Risbury Cross Cottage, Risbury HR6 0NG Approval of reserved matters following outline approval 181648 (residential development of 6 houses). **Undecided - on hold due to phosphates**

211802 - Land at Gob's Castle Risbury Leominster Herefordshire
Application for approval of details reserved by conditions 3 7 9 10 11 12 13 15 18 19 & 21 attached to
planning permission 173687. Undecided

193259 New House Farm Risbury HR6 0NQ Outline planning for proposed housing development on
land at New House Farm. Undecided

(c) To discuss: the extent and effect of housing extensions within the Group Parishes.

Cllr. Thomas had asked for this agenda item and explained that as modest properties are extended and improved there is increasingly no way into the community for younger people who now cannot afford the properties available. The Chair commented that this is a difficult area and a way to raise the visibility of the issue was through the monthly Pump Notes. Cllr. Marston felt that when the NDP comes to be re-written this topic should be included. Smaller sites could be encouraged with the aim of building houses which might not be easily extended due to the size of the site. Cllr. Bemand was concerned that policing of such a "policy" would not be possible. Cllr. Fullwood felt that the wider aspects of encouraging younger residents (such as ensuring the school remains viable) were very important and often overlooked.

The Chair asked the Clerk to include the topic in the next Pump Notes

95/25 General Financial Matters -
Report from the RFO.

Bank balances at 12 November 2025

Current account-£16,510.25

Deposit account-£5,001.00

Bank reconciliation for quarter ended September 2025

HFSP CASHBOOK 2025-26									
Date	Details	Receipt	Payment	Classification	Add to Asset Register	VAT	VAT Number	Running Balance	
01/07/2025	Balance brought forward	8749.63						8749.63	
09/07/2025	Treiber M TP86	18.00		Adverts				8767.63	
15/07/2025	Alan Davies T/A Lockrite TP85	120.00		Adverts				8887.63	
23/07/2025	Oak Tree TP81	210.00		Adverts				9097.63	
29/07/2025	A M Drew Clerk's July salary		552.21	Clerk				8545.42	
29/07/2025	Gwent web design INV 1208		144.00	Website & IT		20.00%	904162553	8401.42	
29/07/2025	Barrington Print INV 14066		460.00	Parish Pump				7941.42	
29/07/2025	Barrington Print INV 14209		448.00	Parish Pump				7493.42	
29/07/2025	CSS Computers INV 2124		450.00	Website & IT	Yes	20.00%	904162553	7043.42	
29/07/2025	HMRC PAYE		178.98	Clerk				6864.44	
29/07/2025	HMRC PAYE		178.98	Clerk				6685.46	
29/07/2025	A M Drew Clerk's June 2025 salary		552.21	Clerk				6133.25	
31/07/2025	Service charge		6.00	Bank Charges				6127.25	
05/08/2025	Margaret Brown	36.60		CW Fundraising				6163.85	
06/08/2025	Mathew Newman	35.00		Adverts				6198.85	
15/08/2025	Risbury village hall	40.00		CW Fundraising				6238.85	
27/08/2025	National Grid wayleave	3.06		Other Income				6241.91	
31/08/2025	Service Charge		6.00	Bank Charges				6235.91	
01/09/2025	Margaret Brown	37.41		CW Fundraising				6273.32	
01/09/2025	BT Payphones (adoption of kiosk)		1.00	BT kiosk restoration				6272.32	
12/09/2025	HMRC VAT refund	1996.96		VAT Reclaim				8269.28	
19/09/2025	Herefordshire Council precept pt. 2	11348.00		Precept				19617.28	
25/09/2025	Barrington Print INV 14313 Aug 2025 Pump		460.00	Parish Pump				19157.28	
25/09/2025	Barrington Print INV 14398 July 2025 Pump		489.00	Parish Pump				18668.28	
25/09/2025	Enviroloo		100.00	Community Week		20.00%	826201263	18568.28	
25/09/2025	SP Village Hall July, Sept, Nov 2025 meetings		75.00	Hire of Halls				18493.28	
25/09/2025	A M Drew Clerk's Aug 2025 salary		552.01	Clerk				17941.27	
25/09/2025	A M Drew Clerk's Sept 2025 salary		552.21	Clerk				17389.06	
25/09/2025	PKF Littlejohn		252.00	Insurance, audit,		20.00%	440498250	17137.06	
25/09/2025	SLCC		118.00	Insurance, audit,				17019.06	
25/09/2025	Viking Office UK Paper		32.94	Administration		20.00%	536153357	16986.12	
25/09/2025	A M Drew refund.Toner cartridge from		98.81	Administration		20.00%	250872112	16887.31	
25/09/2025	A M Drew refund Printer from Cartridge		224.90	Website & IT	Yes	20.00%	250872112	16662.41	
25/09/2025	HMRC PAYE Aug 2025		179.18	Clerk				16483.23	
25/09/2025	HMRC PAYE Sept 2025		178.98	Clerk				16304.25	
25/09/2025	Autela payroll April-July 2025		87.00	Administration		20.00%	326597472	16217.25	
30/09/2025	Unity Bank Service charge		6.00	Administration				16211.25	
								16211.25	
Jul-Sep	Sub-totals for period (Horiz.)	13845.03	6383.41						
	Sub -totals for period (Vert)	13845.03	6383.41						
	Balance check	16211.25	OK						
	Reconciliation	OK	OK						
	Totals for financial year to date	27643.03	15352.69						

Banking reconciliation for Q2 2025-26

Opening bank balance 30 June 2025/1 July 2025

Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

1046291010 | 01349

Mr Allan Drew
Humber Ford & Stoke Prior Group Parish Council
The Coach House
Pencombe
Bromyard
HR7 4RL

Date: 31/07/2025

Account Name: Humber, Ford & Stoke Prior Group Parish Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20430401

Your arranged overdraft limit is £0.00

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Contact Us

- Call us: **0345 140 1000**
- Email us: us@unity.co.uk
- Visit us: [unity.co.uk](https://www.unity.co.uk)

Your Current T1 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
30/06/2025		Balance brought forward	£0.00	£0.00	£8,749.63
09/07/2025	Credit	TREIBER M	£0.00	£18.00	£8,767.63
15/07/2025	Credit	Alan Davies Trading As Lockrite Thr	£0.00	£120.00	£8,887.63
23/07/2025	Credit	OAK TRE FUN S SW	£0.00	£210.00	£9,097.63

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Statement number 074

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Your Account Statement



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Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

1050538011 | 01332

Mr Allan Drew
Humber Ford & Stoke Prior Group Parish Council
The Coach House
Pencombe
Bromyard
HR7 4RL

Date: 31/10/2025

Account Name: Humber, Ford & Stoke Prior Group Parish Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20430401

Your arranged overdraft limit is £0.00

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Contact Us

- Call us: 0345 140 1000
- Email us: us@unity.co.uk
- Visit us: [unity.co.uk](https://www.unity.co.uk)

Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
30/09/2025		Balance brought forward	£0.00	£0.00	£16,211.25
03/10/2025	Credit	Matthew Newman	£0.00	£35.00	£16,246.25
24/10/2025	Credit	COACH HOUSE INTERI	£0.00	£120.00	£16,366.25
30/10/2025	Credit	MGL COMMUNICATIONS	£0.00	£100.00	£16,466.25



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Statement number 077

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INVESTORS IN PEOPLE
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Council should note from the two bank statements that the opening balance on 1 July 2025 is £8749.63 which is as recorded in the cash book. The closing balance on 30 September 2025 is £16,211.25 which also agrees with the cash book.

Note also that there is now a savings account with H&R Building Society. The latest statement is shown below but there have been no transactions on this account since 25 June 2025

Humber Ford & Stoke Prior Grp Parish Council

Local Council 90 Day Notice Interest rate: 2.9 %
 17011058123

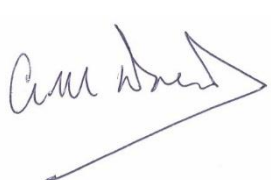
Available balance **Pending balance**
£5,001.00 **£5,001.00**

PAYMENTS **MANAGE ACCOUNT**

Year
 2025

Date	Description	Amount	Balance
25/06/2025	Receipt	£5,000.00	£5,001.00
20/06/2025	Receipt	£1.00	£1.00

Bank Reconciliation for Quarter Ending September 2025

Prepared by- Allan Drew, RFO	Inspected and Noted by-
.....  Cllr.	Cllr. Fowler-Wright, Chair Cllr. Fullwood 19th November 2025

Income & Expenditure against budget to end of November 2025

BUDEGET MONITOR			2025-26				NOTES FOR Q2 BUDGET MONITOR 2025-26	
		OUTTURN 2024-25	BUDGET	YEAR TO DATE	FORECAST OUTTURN	VARIANCE FROM BUDGET		
1	Precept	15322.00	22696.00	22696.00	22696.00	0.00	1	As agreed at meeting 15 January 2025. Increase to create drainage reserve of £10,000
2	Pump Advertising	2487.00	2750.00	2183.00	2750.00	0.00	2	Running rate is as 2024-25. No change to outturn at this stage
3	Pump Postage	40.00	40.00	0.00	40.00	0.00	3	Nominal amount
4	INCOME Grants	6317.63	10000.00	955.00	11000.00	1000.00	4	£2376 base grant & £1188 match funded Nominated Task already agreed. Applications for drainage grant of £31000 has been made but not yet approved. Outturn now reflects a total grant of £10,000 (prudent estimate of possible grant funding based on 2024-25) plus monies received proper 2024-25 grant schme.
5	Other Income	3104.00	0.00	3.06	3.06	3.06	5	
6	VAT Reclaim	2097.15	1967.00	1996.96	1997.00	30.00	6	Received Sept. 2025
7	CW Fundraising	695.38	500.00	114.01	500.00	0.00	7	Estimate only
8	Other Projects	250.00	0.00	0.00	0.00	0.00	8	
9	TOTAL INCOME	30313.16	37953.00	27948.03	38986.06	1033.06	9	Grant receipts/spending are the main undetermined factor
EXPENDITURE								
10	Clerk	4969.68	8836.00	5849.52	8536.00	300.00	10	Based on Clerk's gross salary for 2025-26 plus arrears ~£300 for 2024-25)
11	Administration	1025.14	500.00	254.29	500.00	0.00	11	Budget in line with normal spend. (Last year £600 for L/man advert)
12	Insurance, audit, professional	1294.64	1600.00	869.50	1600.00	0.00	12	Budget increased by £300 due to sharp and unexpected rise in insurance premium
13	Website & IT	553.49	900.00	1012.42	1160.00	-260.00	13	New PC + some soft ware in readiness for W11. New printer required £187. Office 365 still to pay
14	Hire of Halls	210.00	200.00	87.00	200.00	0.00	14	On budget
15	Training and development	0.00	0.00	0.00	0.00	0.00	15	
16	Equipment	654.93	100.00	0.00	0.00	100.00	16	
17	Maintenance	0.00	50.00	0.00	0.00	50.00	17	
18	HMRC	3557.73	0.00	0.00	0.00	0.00	18	Now included with Clerk line 10
19	Other	1738.87	100.00	0.00	0.00	100.00	19	
20	DAY TO DAY EXPENDITURE	14004.48	12286.00	8072.73	11996.00	290.00	20	Day-to-day expenditure is looking well placed to outturn on or just below budget
PROJECTS								
21	War Memorial	60.00	0.00	0.00	0.00	0.00	21	Project closed
22	Parish Pump	5350.00	5100.00	3816.40	5100.00	0.00	22	Spending to date slightly lower than same time last year. Forecast held
23	Lengthsman	355.00	12300.00	900.00	12300.00	0.00	23	Budget & forecast amended in line with estimated income. No further change recommended until grant decisions are issued
24	Community Week	496.67	500.00	83.33	500.00	0.00	24	Estimate similar to 2024-25
25	Environment Project	0.00	0.00	0.00	0.00	0.00	25	No spend last year. Council to agree way forward on this project.
26	Road Safety	4958.98	5000.00	0.00	1000.00	4000.00	26	Spend of £5000 now seems unlikely and no grant funding has been applied for this year. Outturn reduced to £1,000 pending Council review
27	Welcome pack	0.00	0.00	0.00	0.00	0.00	27	Project closed
28	Trails Booklet	821.00	0.00	0.00	0.00	0.00	28	Project closed
29	BT kiosk restoration	0.00	1000.00	1.00	1000.00	0.00	29	£500 budget will not be sufficient. Increased to £1000
30	Project C	0.00	0.00	0.00	0.00	0.00	30	
31					0.00		31	
32	PROJECTS EXPENDITURE	12041.65	23900.00	4800.73	19900.00	4000.00	32	
33	Reclaimable VAT on the above	1966.97	3000	237.61	3000.00	0.00	33	VAT estimate based on Lengthsman works line 23
34	TOTAL EXPENDITURE	28013.10	39186.00	13111.07	34896.00	4290.00	34	
35	SURPLUS	4267.03	1767.00	14836.96	7090.06	5323.06	35	Surplus is calculated on ex-VAT costs. Note that funds to be used to create £10,000 drainage reserve

The RFO explained the budget monitor and highlighted the grants, Road Safety project and the Environment project. He had anticipated little or no spend on road safety and environment but was happy if the project owners wished to make representations for more funding. In conclusion the financial situation appears to be mostly developing as forecast. (RFO note: Discussions with Herefordshire on the drainage grant have resulted in the maximum total grant of £25,000 (in total) being allocated to the Parish).

Council accepted the budget monitor as an accurate reflection of the Council's current financial position.

Appointment of HALC as the Council's internal auditor.

It is a statutory requirement that Council appoints an internal auditor every year. The role of this auditor is not primarily financial but rather to ensure that Council has proper control over all its business. This means, for example, checking that-

- Policies & procedures are up to date.
- Minutes properly record decisions and these decisions are acted upon.
- Insurance cover and risks are properly monitored and recorded.
- Processes such as banking, commissioning etc. are robust.

The RFO recommended that Council appoints HALC again to carry out the internal audit in May 2026, covering the year 2025-26. The cost for this service (£250+VAT) has been included in the draft budget for 2026-27.

Council resolved that HALC should be appointed as the Council's internal auditor for the year 2025-26 and the RFO has written to HALC.

Update to Clerk's salary following NALC announcement of revised new salary rates.

LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2024/25

This advice note was last updated on 23 October 2024.

The Local Government Association has informed us that the National Joint Council for Local Government Services (NJC) has reached an agreement on rates of pay applicable from 1 April 2024 to 31 March 2025. We encourage employers to implement this pay award as soon as possible.

Backpay for employees who have left employment since 1 April 2024. If an ex-employee requests it, we recommend that employers pay any monies due to that employee from 1 April 2024 to the employee's last day of employment. The table below lists the new pay scales for clerks and other employees employed under the terms of the model contract, including SCPs 50 and above. These should be retrospectively applied from 1 April 2024.

Hourly rates have been calculated using the NJC-agreed formula: annual salary divided by 52.143 weeks (which is 365 days divided by 7) divided by 37 hours (the standard working week).

* Hourly rates

	1 April 2024		Scale ranges
SCP	£ per annum	* £ per hour	Based on SCP
2	£23,656	£12.26	Below LC Scale (for staff other than clerks)
3	£24,027	£12.45	Below LC Scale (for staff other than clerks)
4	£24,404	£12.65	Below LC Scale (for staff other than clerks)
5	£24,790	£12.85	Below LC Scale (for staff other than clerks)
5	£24,790	£12.85	LC1 (below substantive range)
6	£25,183	£13.05	LC1 (below substantive range)
7	£25,584	£13.26	LC1 (substantive benchmark range)
8	£25,992	£13.47	LC1 (substantive benchmark range)
9	£26,409	£13.69	LC1 (substantive benchmark range)
10	£26,835	£13.91	LC1 (substantive benchmark range)

11	£27,269	£14.13	LC1 (substantive benchmark range)
12	£27,711	£14.36	LC1 (substantive benchmark range)
13	£28,163	£14.60	LC1 (above substantive range)
14	£28,624	£14.84	LC1 (above substantive range)
15	£29,093	£15.08	LC1 (above substantive range)
16	£29,572	£15.33	LC1 (above substantive range)
17	£30,060	£15.58	LC1 (above substantive range)
18	£30,559	£15.84	LC2 (below substantive range)
19	£31,067	£16.10	LC2 (below substantive range)
20	£31,586	£16.37	LC2 (below substantive range)
21	£32,115	£16.65	LC2 (below substantive range)
22	£32,654	£16.93	LC2 (below substantive range)
23	£33,366	£17.29	LC2 (below substantive range)
24	£34,314	£17.79	LC2 (substantive benchmark range)
25	£35,235	£18.26	LC2 (substantive benchmark range)
26	£36,124	£18.72	LC2 (substantive benchmark range)

The Clerk/RFO is paid at SCP 26, currently £18.10/hour. This award increases that rate by £0.62/hour to £18.72/hour. The award is backdated to 1 April 2024 which is 20 months or 760 hours (38 hours/month) to November 2025.

Award arrears are $760 \times 0.62 = £471.20$.

Council agreed that the Clerk's salary should be increased in line with the National Agreement. The Chair signed the variation form to be forwarded to Autela Payroll.

Payments made, income received since last meeting & payments for authorisation

Payments made since last meeting.

No.	Name	Ex-VAT £	VAT £	Total £	Details
1	Barrington Print INV 14313	460.00	0.00	460.00	Aug 2025 Pump
2	Barrington Print INV 14398	489.00	0.00	489.00	July 2025 Pump
3	Enviroloo	100.00	0.00	100.00	Community Week
4	SP Village Hall	75.00	0.00	75.00	July, Sept, Nov 2025 meetings
5	A M Drew	552.01	0.00	552.01	Clerk's Aug 2025 salary
6	A M Drew	552.21	0.00	552.21	Clerk's Sept 2025 salary
7	PKF Littlejohn	210.00	42.00	252.00	External auditor's fee
8	SLCC	118.00	0.00	118.00	Clerk's membership
9	Viking Office UK	27.45	5.49	32.94	Paper
10	A M Drew refund.	82.34	16.47	98.81	Toner cartridge from Cartridge People
11	A M Drew refund	187.42	37.48	224.90	Printer from Cartridge People
12	HMRC PAYE Aug 2025	179.18	0.00	179.18	
13	HMRC PAYE Sept 2025	178.98	0.00	178.98	
14	Autela	72.50	14.50	87.00	payroll April-July 2025
15	Unity Bank Service charge	6.00	1.20	7.20	Monthly service charge
	TOTAL	3290.09	117.14	3407.23	

Income received since last meeting –			
No.	Name	Amount £	Details
1	Herefordshire Council	11348.00	Precept 2025-26 second part
2	HMRC	1996.96	VAT refund for 2024-25
3	Matthew Newman	35.00	Advert
4	Coach House International	120.00	Advert
5	MGL Communications	100.00	Advert
6	Leigh Day Office	50.00	Advert
7			
	TOTAL	13649.96	

Payments for Authorisation					
No.	Name	Ex VAT £	VAT £	Total £	Details
1	A M Drew	552.21	0.00	552.21	Clerk's October 2025 salary.
2	A M Drew	552.21	0.00	552.21	Clerk's November 2025 salary (payable 25 November)
8	RVH	12.00	0.00	12.00	23 October 2025 meeting
9	Barrington Print	489.00	0.00	489.00	October 2025 Pump 360x40pp
10	Barrington Print	460.00	0.00	460.00	November 2025 Pump 360x36pp
11	Tangled Web	330.00	0.00	330.00	Support & hosting 10/25-10/26
13	HMRC PAYE	178.98	0.00	178.98	PAYE & Employers NI October 2025
14	HMRC PAYE	178.98	0.00	178.98	PAYE Employers NI November 2025
	TOTAL	2753.38	0.00	2753.38	

Council resolved that payments of £2753.38.

96/25 Annual Business from Forward Plan 2025-26

The business carried over from the May meeting and scheduled for this meeting is-

- To review Council's banking arrangements and update if necessary
- To review Council's financial reserves and update if necessary:

Banking arrangements.

Council currently has two bank accounts-

- A current account with Unity Trust Bank PLC.
- A 90 days-notice deposit account with Hinckley & Rugby Building Society

The Unity Trust account was opened in 2020 and has worked very well. It meets all the requirements of the new Financial Regulations including multiple on-line authorisations. Council operates no standing orders or direct debits on this account so every payment is authorised by Council prior to payment. The only exception to this is the authority granted to the RFO by 6.5 of Financial Regulations v1.0 2025-10-22-

The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:

- any payments of up to £500 excluding VAT, within an agreed budget.*
- payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.*
- any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the RFO certifies that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.*

Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.

This delegated authority has only been used occasionally where an invoice has been late or a payment advice for HMRC has not arrived in time for a Council meeting. Council agreed that it was not necessary to alter these arrangements.

The signatories to the account are Cllrs. Fowler-Wright, Marston and Yair. Authorisation of a transaction is by any two of these signatories. The RFO proposed it would be prudent to increase the signatories by adding another two Councillors. He recommended that Cllrs. Hinton and Fullwood are added to the list of signatories. Council agreed this proposal and Cllrs. Fullwood and Hinton were happy to undertake this duty if required.

The Hinckley & Rugby deposit account has only been open for a few months and no change is considered necessary.

Review of Financial Reserves

Reserves are essentially financial allocations held against perceived risks. They stem in large part from the risk management register and cover items of risk for which there is insufficient insurance cover.

(‘Insufficient insurance cover’ could be zero e.g. can’t insure against by-elections etc.) Council has increased its reserves over the past few months as a result of the increased precept for 2025-26. Currently at end of November 2025 total reserves stand at £14,000-

2025-26 Reserves as at-	01-Apr	30-Jun	30-Sep	31-Dec	31 March 2026
By-election costs	1500.00	1500.00	1500.00		
Emergency Clerk cover	500.00	500.00	500.00		
The Lamb	2000.00	2000.00	2000.00		
Flood protection capital fund	3000.00	6500.00	10000.00		
Total	7000.00	10500.00	14000.00	0.00	0.00

Banking breakdown of total cash is-

Banking balances as at-	01-Apr	30-Jun	30-Sep	31-Dec	31 March 2026
Current account	3920.91	8749.63	16211.25		
Deposit account	0	5001	5001		
Community Week funds held	815.94	815.94	846.62	846.62	846.62
General Fund (=CA+DA-Reserves-Comm. Wk.)	-3895.03	2434.69	6365.63	0.00	

NB The negative balance at 1 April is not unusual since grant refunds due have not yet arrived and the VAT reclaim for the prior year has not yet been recovered.

In reviewing reserves Council should determine-

- Are all reserves still relevant? Any reserves no longer required should be released.
- Of the relevant reserves should the value be increased/decreased/remain the same?
- Are any new reserves required? If so how will these be funded?

It is the RFO’s opinion that-

- The reserve for the Lamb Inn is no longer relevant and should be released.
- Other reserves remain adequate

Council agreed that the reserve for The Lamb was no longer required but there was considerable discussion on what should then happen if this reserve is released. It was agreed that a final decision would be made after discussion of the drainage/Lengthsman item 98/25.

Agenda item 97/25 Setting the precept for 2026-27

Draft budget for 2025-26

The first step in setting the precept for 2026-27 is to establish a budget for 2026-27. Once the income and expenditure budgets for that year have been forecast the precept required can be established.

The timing of these activities for HFSP Council is usually as follows-

November meeting

- First draft budget for following year produced by the RFO.
- Draft budget discussed by Council and any obvious changes incorporated.
- First discussion about projects to be funded in the budget year.
- Project leads agreed
-

January meeting

- Revised income/expenditure statement as at end of January available.
- RFO has updated draft budget for next year with any new information.
- Project leads present their estimate of project costs and benefits. These costs/benefits are added into the draft budget.
- The precept can then be derived. (The minimum precept is that required to deliver a balanced budget with no change in reserves.)

At the January 2026 meeting Council will first finalise the 2026-27 budget and then set the precept.

However, as a first estimate, a draft budget is presented here which can quickly lead to a draft precept. This will give Council an early view of how the political aspects of the precept can be weighed against operational plans such that the right balance is achieved and residents are satisfied that Council is acting in their best overall interests.

Note that the precept entry, line 1, is currently empty (0.00). Essentially the precept is the balancing number between costs and all other income and has yet to be established.

Building on the previously presented budget monitor for 2025-26 following is the draft budget and notes for 2026-27-

					2026-27	NOTES
	INCOME	OUTTURN 2024-25	FORECAST OUTTURN 2025-26	VARIANCE FROM BUDGET	FORECAST (DRAFT) BUDGET	
1	Precept	15322.00	22696.00	0.00		
2	Pump Advertising	2737.00	2750.00	0.00	2750.00	Hold at 2025-26 level
3	Pump Postage	40.00	40.00	0.00	40.00	Nominal. Maintain at 25-26 level
4	Lengthsman Grants	6317.63	11000.00	1000.00	3564.00	Now split out to be Lengths man only
5	Drainage Grants				16436.00	Apply for maximum grant after PROW & L/man (Grants capped at £25,000 total)
6	PROW Grants				5000.00	Cost of materials & labour for bridges, stiles & gates.
7	Other Income	3104.00	3.06	3.06	0.00	
8	VAT Reclaim	2097.15	3000.00	30.00	3000.00	Aligns with prior year outturn
9	CW Fundraising	695.38	500.00	0.00	500.00	Estimate only based on previous years. Under control of CW committee.
10	Other Projects	0.00	0.00	0.00	0.00	
11	TOTAL INCOME	30313.16	38986.06	1033.06	31290.00	
	EXPENDITURE					
12	Clerk	4969.68	8536.00	300.00	8840.00	Includes 2025-26 salary award(3.2%)
13	Administration	1025.14	500.00	0.00	525.00	+5% uplift for likely inflation
14	Insurance, audit, professional	1294.64	1600.00	0.00	1740.00	+5% uplift on likely inflation
15	Website & IT	553.49	1160.00	-260.00	650.00	+5% uplift on likely inflation
16	Hire of Halls	210.00	200.00	0.00	200.00	Current rates maintained
17	Training and development	0.00	0.00	0.00	250.00	New Cllr. training by HALC
18	Equipment	654.93	0.00	100.00	200.00	Nominal amount
19	Maintenance	0.00	0.00	50.00	100.00	Nominal amount
20	Other	1738.87	0.00	100.00	200.00	Remembrance Day wreath
21	DAY TO DAY EXPENDITURE	14004.48	11996.00	290.00	12705.00	Costs down mainly due to donations not being forecastable.
	PROJECTS					
22	Parish Pump	5350.00	5100.00	0.00	5100.00	Maintain 2025-26 running rate
23	Lengthsman	355.00	12300.00	0.00	4752.00	Equals grant +£1188
24	Drainage				16436.00	Hold equal to grant (line 5) BUT could include Parish contribution (currently £0)
25	PROW				5000.00	Hold equal to grant (line 6)
26	Community Week	496.67	500.00	0.00	450.00	As 24-25. Under control of CW committee
27	Environment Project	0.00	0.00	0.00	1000.00	Holding position pending sponsors estimates
28	Road Safety	4958.98	1000.00	4000.00	0.00	New project lead & proposals req'd
29	BT kiosk restoration	0.00	1000.00	0.00	0.00	Completed
30	Project A	0.00	0.00	0.00	0.00	TBA
31	Project B	0.00	0.00	0.00	0.00	TBA
32	PROJECTS EXPENDITURE	12041.65	19900.00	4000.00	32738.00	
33	Reclaimable VAT on the above	1966.966	3000.00	0.00	4500.00	Assumed VAT is roughly 10% of total ex-VAT expenditure
33	TOTAL EXPENDITURE	28013.10	34896.00	4290.00	49943.00	
34	Surplus	4267.03	7090.1	5323.06	-14153.00	Surplus has been calculated ex-VAT

Important points to note for this forecast

Lines 4, 5 & 6 The 'Grants' line of previous years has been split into three -Lengthsman, Drainage and PROW - to reflect the independence of these grant providers. However, grants in total are capped at £25,000 so lines 4, 5 & 6 cannot add up to more than £25,000.

Line 12 Clerk – now includes Clerk's after-tax salary, PAYE tax & employers NI

Line 23 equals line 4+ £1188 (£1888 as Council contribution to the Nominated Task).

Lines 27 & 28 Environment and Road Safety are projects which can be adjusted following sponsor input.

Line 28 – BT Kiosk – should be completed by March 2026. If not the residual budget from 2025-26 will be carried forward.

Line 30 & 31 are placeholders should any new projects arise.

It was agreed that line 20 should be £100 not £200

Draft Precept

As this draft budget stands the minimum precept required is £18,653 (£18,553 after allowing for line 20 change). This is some £4,000 lower than last year and reflects the position that the £10,000 reserve has not been breached. Should spending from this reserve take place (see Lengthsman agenda item 98/25) then Council may wish to consider adjusting the precept to bring the reserve back to £10,000

The Chair noted that there would be a requirement for the Road Safety project to improve signage along Bowley lane. The issue of the 40/60mph speed limit on Bowley lane was again discussed and Herefordshire Council's reluctance to make the 40mph limit along the full length of the lane. The matter would be raised with Cllr. Baker.

98/25 Drainage, Lengthsman & PROW

Drainage.

The drainage grant application was submitted on 27 September and also circulated to Councillors. The full application was for £31,215. Given the limit for grant funding is £25,000 a note was added stating that the Parish would discuss funding the extra £6215. However, the Clerk had not realised that the £25,000 cap had to include all grant funding such as Lengthsman and PROW. The Council had already received £3564 in Lengthsman grants so the maximum allowable for drainage would be £25000-£3564=£21436.

The Herefordshire drainage team also advised that three of the items on the application were not covered by the grant. These items are-

- Ref. 02 Investigate & repair blocked cross road drain on C1110 near Butterfield. This drain takes water from the ditch (ref. 01) and is blocked so causing ditch to overflow on to highway then into properties to north side of highway.
Cost £640
- Ref.07 Install a water depth gauge at a suitable (low) point on the C1112 close to Ford Bridge/A49 junction. This area – adjacent to the River Lugg - floods regularly to a depth which can be as much as 3m. Vehicles have been stranded by assuming the water is much shallower than it is. Advice and permission from Highways Department will be required. Cost £955
- Ref 08 Suck out drains down Risbury main street (C1110), all are full of silt Suck out drains on C1110 & C1112 into village centre Suck out drains in The Heath area (see project 04). Cost £3,000

The drainage team suggested that items 02 & 08 should be referred to Balfour Beatty and item 07 to the flooding team. This has been done and responses are awaited.

(Clerk's note: as circulated to Councillors on 2 December Council has been awarded the maximum allowable grant of £21,436 for drainage work. Along with the Lengthsman grant of £2376 and the nominated task grant of £1188 the maximum of £25,000 grant monies has been awarded. Work is now progressing and this supersedes some of the discussion which followed which for the sake of brevity will not be minuted here).

On other drainage matters Mr Fullwood (representing Bury residents) raised problems associated with the Bury septic tank being unable to function due to high water levels at its outflow. The outflow is the Prill Brook and it seems that obstructions in the Brook are raising the water level so the septic tank backs up. Clearing these problems is a considerable expense for the residents. Additional to this issue is the fact that an improvement to

flow in the Prill would benefit residents in Stoke Prior centre. In strict legal terms the landowner where the Prill runs is responsible for managing the water flow. However, several Councillors felt that taking a broad view of these problems would be appropriate given the number of residents having problems and the fact that these residents had paid the increased precept to improve drainage.

Cllr. Thomas felt that a big issue is silt traps in that the drains are quickly blocked following sucking then heavy rain washing silt into the system. The Clerk agreed and mentioned that some areas particularly at The Heath were scheduled to have enlarged silt traps. It was pointed out that the (now released) £2,000 funding from the Lamb reserve could be used for such projects and Council agreed that the drainage fund should be increased by £2, 000 to allow such projects to be executed.

It was also agreed that the Clerk now had delegated authority to progress the drainage works in the program up to the agreed budget.

Mr Fullwood asked if Council could part fund clearance work on the Prill. The landowner (Mr Stewart Bemand) would be happy to clear the Prill and would be about one day's work.

After considerable discussion Council agreed it would part fund work on the Prill up to a limit of £250. Cllr. and Mr Fullwood would provide the Clerk with the detail of who would be engaged to carry out this work.

The issue of Blackwardine crossroads was also discussed. It was agreed the Lengthsman would be instructed to improve visibility at the crossroads.

Council noted that the meeting with Herefordshire PROW regarding SP1 had been rescheduled to 25 November.

99/25 Current projects

To receive: updates on current projects

Traffic Management Plan

Cllrs. Grace & Marston.

Cllr. Grace outlined a plan for the road safety group (HFSP & Monkland) to write simultaneous letters of complaint to the Police & Crime Commissioner and Herefordshire Council about the lack of action on A44 speeding issues. The letters would suggest implementing average speed cameras in the Steensbridge area as a deterrent to speeding. There would be a meeting of the traffic safety group on 9 December and the intention was to send the letter before that date. Cllr. Marston endorsed the approach given the lack of progress on this issue over some years. The Chair felt the letter was well worth sending.

This would be Cllr. Grace's last meeting and the matter of her replacement was left for other Members to consider. (Clerk's note: shortly after the meeting Cllr. Sneyd agreed to join the road safety group)

Environment

Cllrs. Yair & Hinton

Cllr. Hinton reported that the Environment project was merging with flood management and the Emergency Plan.

Defibrillator & K6 kiosk restoration

Cllr. Fowler-Wright

The kiosk restoration is awaiting the contractor to start on the sandblasting and painting. The Chair expects to meet with the contractor next time he visits Stoke Prior.

100/25 Matters for discussion at the next meeting

Annual business from Forward Plan 2025-26

Final budget for 2026-27, set precept for 2026-27,
Parish Council Charter

Date of next meeting

To note: the next scheduled meeting will be on Wednesday 21st January 2026 at 7.30pm in Risbury village hall

Meeting closed at 9.20pm

Signed.....Chairman

Date.....